



STATE OF MISSOURI  
INFORMATION TECHNOLOGY ADVISORY BOARD  
MEETING MINUTES  
December 19<sup>th</sup>, 2001

ATTENDEES:	Russell Helm	LTC Thomas Smith	Rex Peterson
	Jearl Reagan I	Tom Stokes	Bob Meinhardt
	Debbie Tedeschi	Jan Grecian	Karen Boeger
	Dan Steidley	Steve Adams	R.D. Porter
	Lynn McKee	John Bax	Michael Ramatowski
	Chris Wilkerson	Ron Welschmeyer	Sheri Morice
	Kim Arnold	Gerry Wethington	Brenda Dillan
	Jill Hansen	Paul Wright	Tim Dwyer
	Jim Weber	Jim Roggero	Kim Potzmann
	Rich Beckwith	Mary Willingham	Cliff Gronauer
	Tony Wening	Gary Lyndaker	Scott Peters
	Dennis Bax	Jeff Falter	

PRESENTATION

Tom Robbins ---MOTEC

Kim Wekenborg demonstrated web delivered training

ACTION ITEMS

1. Approval of the November 28th, 2001, Information Technology Advisory Board Meeting Minutes

Jim Weber approved, Rex Peterson second, motion and minutes were approved.

GENERAL BUSINESS

1. CIO Update (Gerry Wethington)

Anti-Virus Software Proposal with Symantec- Pricing will be faxed out to all members. Goal should be to work with corporate entities that have the market share which appear to be McAfee and Norton. We should be looking at any with market shares within the state that have statewide pricing rather than individual pricing. Timeframe would be around February 1<sup>st</sup>. This will be brought up in Security and Architecture committee meetings, as it will be topics for both committees.

Vines Program- Victim identification system. Contract has just been signed. All funding coming from victims of crime act over a twenty-four month period it is about a 2.2 million-dollar project. In the contract it specifically states that OIT has been given responsibility to manage the project and the rollout. The current direction is to go into forty-nine circuits and 104 jail facilities to install software. Between now and the second week of April, which is victims week, they want to turn on three sites. We need to get some individuals together to talk about this from a comprehensive approach. A project manager within OIT will be established to take control of all coordination activities.

Egovernment- The RFP was released on November 30th. Gerry is very appreciative of Jan Grecian, Ron Thomas and Karen Boeger for their efforts on this RFP. It is scheduled to close January 15<sup>th</sup> and we would like to see the award completed by the end of February. If you have any questions, comments related to E-government please

contact Karen Boeger. There are within E-government appropriations a number of pilot projects listed such as commercial one stop, renewing motor vehicle registration, professional registration, community connection and head-trauma that has been added. Please get prepared for these projects. Within the budget we have been hit with withholdings but we do have some degree of funding for these pilot projects. If you have a project that requires funding you need to get with Bob Meinhardt to make sure that we move this forward. Gerry is responsible for giving status reports about E-government projects. We have to make sure that there are project plans in place for these projects.

Head Trauma Project-It has been inserted into the E-government RFP. It is listed as a PAQ item. To determine if we want to incorporate within the parameters of e-government we are holding a series of meetings to become educated on what head trauma really is. Then we will hold meetings to talk about it from an enterprise wide perspective. Then we will make a decision to see if we want to put it together as a PAQ within E-government.

Budget-FY02 went from 2.8 million to under 2 million with withholdings that have already occurred. FY03 we had put together a decision item for 11 million dollars and in addition there was 4 million dollars set aside from other funds. We had to resubmit proposal that said "if you only had to continue with infrastructure what would that be?" The 11 million dollars has been cut to 4.5 million dollars.

Homeland Security Update- The Governor has appointed Colonel Tim Daniels as Homeland Security Director. Tim has established a panel that started November 10<sup>th</sup>. There have already been two meetings since then and other meetings are already scheduled. There is a committee that is represented by the public and private sector and we are working on a funding package for Critical Technologies. Expectation right now is that there will be some amount of money put out by the federal government, which is to be about 7.2 billion dollars. We are requesting some of that money. We are trying to take programs usually funded out of state budgets and move to homeland security effort. If you have any thoughts related to security technology then get them to Gerry and he will see that they get inserted in committee conversation.

Microsoft Enterprise Agreement- Gerry would like to try to get a group together to go through the process of developing the enterprise agreement. Gerry asked that Carl Medley chair and Jim Weber agreed on his behalf. If you would be interested in working on that please send Mary Luebbert at OIT name and contact information.

Dates to remember –NASCIO mid year conference in Denver, CO. will be April 7-9. Some topics will be security, information technology in a downturn economy, HIPAA, digital government, and architecture as it relates to security. NASCIO annual conference will be on October 27-30th in St. Louis at the Hyatt Regency. If you can attend in St. Louis Gerry would appreciate it. The agenda will be posted in January on the NASCIO website. In the month of February Mary Luebbert will be scheduling a 30 to 45 minute meeting with Gerry and each of the ITAB members. The purpose of the meeting will be to make sure of your priorities and interest.

## 2. Architecture Review Committee Update (Jim Weber/Bob Meinhardt)

Jim Weber acknowledged Gary Lyndaker, Ron Welschmeyer, Rex Peterson, Mary Willingham, Lew Davison and Bob Meinhardt for serving on this committee. This committee continues to meet weekly. They are now working on chapters 5-7.

## 3. Distance Learning Update (LTC Tom Smith)

Brief/update on Distance Learning Committee Activities –

Facilities - Putting together a web based "inventory" of available resources. This database will be shared with any activity that desires it (includes MODLA, CBHE, ITAB and many others)

- 400+ Classrooms Identified within the state
- 250 classrooms linked Nationally (using Guard, MOREnet or ISDN) Includes FEMA, DoD and others
- Anticipate acquiring Guard equipment for secure VTC with Federal activities
- Initial Report at November ITAB

Content - Putting together a web based "TV Guide" reflecting synchronous and asynchronous training opportunities.

- Committee met with MLN, MODLA, UMOE – Plan Integrated Solution
- Working with Coordinating Board of Higher Ed (CBHE) now
- Have subcontractor actively working on this now on developing the database.

Scheduling- The goal is to have a web based scheduling capability for classrooms across the state.

- Still working Definition of Requirements,
- Trying to identify who already has capabilities

Performance Measures - Leveraging assessment capability imbedded in "Blackboard"

- Testing Blackboard now, in non-higher Ed application
- Blackboard provides content management for asynch and synch training
- Provides limited resource scheduling
- Provides limited online – real time chat capabilities

Cost Avoidance - Goal is to define (in auditable terms) the cost avoidance associated with VTC in lieu of travel

- Initial Report at November ITAB
- University of Missouri is developing prototype now.

Standards- The goal is to develop standards for course content development and delivery

- Under Development, leveraging university standards
- Team includes Northwest Missouri State, Central Missouri, Missouri Southern, Southwest Missouri State.

#### 4. Project Management Committee Update (Jim Rogerro/Tom Stokes)

On January 18th from 9 to 4 at Ramada Inn we will get a chance to attend a presentation that deals with metrics in relationship to project management. Information will be sent out via e-mail on specifics of this presentation.

##### ➤ Performance Measures (Cliff Groneaur/Tom Stokes)

This group needs to be aware that Department of Justice gave a grant to deal with the identification of performance measures.

##### ➤ Total Cost of Ownership (Dennis Bax/Jan Grecian)

The first meeting was on the 12<sup>th</sup> of December and another one is scheduled for January 9th. Trying to come up with a draft of workbook form and a manual for TCO. Our goal is to have more input from committee members by January 9th. The one concern that has been expressed is the level of effort and commitment that is being taken as well as the education level. How do we measure the quality of this work so far?

##### ➤ Risk Management (Dave Schulte/Tom Stokes)

No Report

##### ➤ Project Oversight (Gail Wekenborg/Debbie Tedeschi)

No Report

#### 5. Internet/MOREnet Update (Tony Wening)

NETg- The contract with university requires that the state/local government agency use GSA pricing. Tony thanked everyone that attended eMINTS tour. Gerry and Ron suggested that each of the ITAB members mention the eMINTS program every chance they get to elevate the awareness of information technology in our environments.

6. Statewide Purchasing Update (Karen Boeger)

Handout was given. The front page looks like what is on the website and a link is being established on OIT's page also so you can go straight to that page. After the holidays Lori Borchelt will be working on the RFP for Prime Vendor. A document will be constructed and sent out soon to everyone. If you see anything that needs to be changed in the contract please contact Karen or Lori Borchelt.

7. Personnel Committee Update (Chris Wilkerson/Jan Grecian)

GIS Position – When it comes to the number of positions, OA' direction is to decrease the number of positions recommended by the MGISAC from five to four. Furthermore, the number of ranges between all proposed positions must be consistent. The ITAB directed that the MISAC submit four proposed positions, that they be as evenly spaced as possible and that the entry level position be consistent with the CIT I classification.”

This committee will be reviewing membership of the personnel committee and the Information Technology class review sub committee.

Layoffs as it relates to Information Technology classification is a topic the personnel committee will discuss

8. MOTEC Update (Gina Hodge/Jim Weber)

There have been no meetings since the last ITAB meeting. A note was sent out asking for follow up on NETg, so please be sure to get the numbers back in from your agency on the number of licenses that you will need.

9. Security Committee Update (Rex Peterson/Bob Meinhardt)

Handout given. Information Security Management Office (ISMO) is taking on responsibility for security committee's proposal. This proposal states that if any agency has anything that needs to be reported to the incident response group that either the primary or secondary person be the contact and they call the OA technical services help desk then it will be forwarded to ISMO and then ISMO will put out a call to all primary and secondary contacts for the agencies telling of the incident and a number on voice mail to call. Then contacts can call that number for updates. It will also do research on these incidents. Jim Weber moves to go forward Jill Hansen second. Motion approved. Restrict calls to primary and secondary contacts. This committee would like for you to read over security committee charter and will vote on it at next ITAB meeting. Please send Rex Peterson all comments by the first week of January. Look at objectives 3.1 and see if there are any suggestions on them. Rich Beckwith recognized Bob Meinhardt's efforts in working with the security committee.

10. State Data Center Steering Committee Update (Gail Wekenborg)

You should have received a letter discussing credits. There is a steering committee meeting December 20<sup>th</sup>. That committee will be electing a vice chair and also will be reviewing the paper drill information.

11. HIPAA Committee Update (Gary Lyndaker/Rex Peterson/Bob Meinhardt)

There was a meeting early December to work on estimating the cost of framework. A spreadsheet was sent out. Another meeting is set for February 7. The framework looks at cost from past fiscal years and then future. Also added cost of non-compliance that may or may not have dollars associated, but thought we'd identify them. Also discussed the need of getting legal counsel involved. If anyone has any legal counsel that they would like to volunteer to make contact with other legal counsels to share information please contact Gary Lyndaker. Gerry has HIPAA on the agenda for the cabinet meeting and will be also discussing with June Dougherty. Gerry will take to the cabinet meeting a discussion about the state submitting one plan rather than each agency.

12. Sam II Data Warehouse Users Group Update (Mary Willingham/Debbie Tedeschi)

Meeting was cancelled for December due to restructure of financial data warehouse and there was no new news to report, but we are still continuing to have meetings. Any items you need to discuss email Mary Willingham.

13. Privacy Committee (Scott Peters/Bob Meinhardt)

Computer security is a primary issue for this committee. Securing things like security plans and etcetera. An issue that has come up and needs to be addressed is that at one point and time there was draft legislation dealing with protecting certain technology information for public disclosure. We have put that on hold. Gerry indicated that we will need to consider legislation and the National Security Act.

14. Mentoring Committee (Tim Dwyer/Jan Grecian)

Handout was given. Tim is asking for review of mentoring effort and in need of volunteers. If you would like to volunteer send an email or call Tim Dwyer or Jan Grecian.

### OPEN DISCUSSION

It is important to get the incoming chair, outgoing chair, past chair, Mary Luebbert, who is the archivist, and Gerry Wethington to meet in order to catalog all activities that have happened in the past year with ITAB.

Mary will be contacting those of you who volunteered to define information technology relative to budgeting.

Prime vendor-We have the opportunity to procure any number of devices. Under the Prime Vendor contract there has been discussion as to why we would procure hardware that would cost 80 to 200 dollars more per device when you can buy a device from a manufactured Missouri based company and is an eligible prime vendor provider of hardware. You need to think about Missouri based products as the Governor is concerned with turning the economy around in the state of Missouri.

### REVIEW OF ACTION ITEMS

#### NEXT MEETING

1. The next ITAB Meeting is scheduled for **Wednesday, January 30th, 2002 at the Kirkpatrick State Information Center in the Interpretive Center, 600 W. Main St.**

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Representatives of the news media may obtain copies of this notice by contacting:

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